



CHANGES IN OBTAINING A TEMPORARY CERTIFICATE OF OCCUPANCY

1. **Temporary C of O's must be requested by submitting an application to the Building Official 48 Hours in advance. Applications can be found at the permit counter.**
2. **All final trade and Certificate of Occupancy inspections must be conducted and approved for a Temporary Certificate of Occupancy at least two working days prior to the issuance of a Temporary Certificate of Occupancy.**

The Temporary Certificate of Occupancy Application must be provided to the Planning Development Services Building Official a minimum of 48 hours in advance of the issuance of the Temporary Certificate of Occupancy. The applicant must indicate why temporary occupancy is needed and the expected time period to complete the remaining items. The Building Official and the appropriate inspector(s) will review the request and, based on the inspection report and correction list identified in the final inspections, determine if a Temporary Certificate of Occupancy may be issued. The applicant will be notified should additional items need to be completed before a Temporary Certificate of Occupancy may be issued. When those items are completed and firm dates are established for completion of all items the Temporary Certificate of Occupancy may be issued.

1. **Separate Cash Bond is required for a Temporary Certificate of Occupancy.**

A separate cash or Performance bond is required for a Temporary Certificate of Occupancy. The amount of the cash bond is 1% of the valuation of the project. The minimum bond is \$1,000 and the maximum \$10,000. Temporary Power Bonds may not be "rolled over" to a Temporary Certificate of Occupancy bond.

2. **All Special Inspections must be completed prior to the request.**

All Special Inspections must be completed and approved by the City of Tucson prior to issuing a Temporary Certificate of Occupancy.

3. **Re-inspection fees will be charged.**

An inspection fee of \$82.50 will be charged for each remaining final trade and C of O inspection remaining at the time a Temp C of O is issued. For example, if four trade inspections and a Certificate of Occupancy (C of O) Fire inspection are required, the fee would be $\$82.50 \times 5 = \412.50

4. **A Non-refundable \$500.00 fee will be assessed.**

A fee of \$500.00 will be charged for the Temporary Certificate of Occupancy and an additional \$500.00 will be charged for any TCO extension requested and granted.

5. **A Temporary Certificate of Occupancy will be issued for a period of 30 calendar days.**

If the applicant wishes to request an additional Temporary Certificate of Occupancy for the next 30 days, the applicant will be required to make the request in writing and pay additional \$500.00 per extension and pay re-inspection fees for the remaining required inspections. If the Temporary Certificate of Occupancy expires, DSD will initiate enforcement action.

Development Services Department
City of Tucson
201 N. Stone Avenue
P.O. Box 27210 Tucson, Arizona 85726-7210
www.ci.tucson.az.us/DSD



REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Mail To: **Attn:Building Official**
City of Tucson
Development Services
P.O. Box 27210
Tucson, AZ 85726-7210

Fax To: 520-791-4475

Date:

Activity #:

Project Address:

I am requesting a Temporary Certificate of Occupancy for the following reasons:

Use the box below to explain your reasons for the request, scope of work to be completed and date of completion.

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I understand a separate Cash or Performance Bond must be posted.

I further understand that I will be re-assessed inspection fees for each of the remaining Final and C of O inspections at the time this Temp C of O is issued. I further understand I will be charged a non-refundable \$500.00 for the Temporary Certificate of Occupancy and an additional \$500.00 for each additional extension requested and granted. If my obligations are not met by the expiration date, this Temp C of O may not be extended without the written consent of the Building Official and further inspection fees may apply. This Temp C of O is not a guarantee of a Final C of O. I also understand that if the Temp C of O expires without the issuance of a Final C of O, the property may not be occupied or used for its intended purpose.

Applicant Name _____

Applicant Mailing Address _____

Phone/Fax # or email address _____

FOR OFFICE USE ONLY				
Issued:		\$82.50 ea	Re-Inspections	Comments:
			Building Final	
			Electric Final	
Expiration:			Plumbing Final	
			Mechanical Final	
Ext Approved:			C of O Right of Way	
			C of O Engineering	
Ext Denied:			C of O Fire	
			C of O Landscape	
Bond Amount:			\$500.00 non -refundable	

City of Tucson Development Services Department
201 N. STONE AVENUE – TUCSON, AZ 85726-7210
(520) 791-5550 * FAX (520) 879-8010
www.ci.tucson.az.us/dsd